



# Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

## MINUTES

### SPECIAL MEETING OF THE HOUSING COMMISSION OF THE CITY OF ALAMEDA HELD MONDAY, MARCH 23, 2009

The Commission was called to order at 7:00 p.m. by Vice-Chair Pratt.

#### PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

Present: Commissioner Balde, Gormley, Schlueter and Vice-Chair Pratt

Absent: Commissioner Trujillo and Chair Kurrasch

#### 2. PUBLIC HEARING

- 2-A. **Public Hearing** to Consider Public Comments regarding Proposed FY2009-2010 Annual Plan. Executive Director Pucci introduced Eileen Duffy, Operations Manager, to present the Annual Plan. Ms. Duffy stated the Housing Authority is required to have the Annual Plan reviewed by the Housing Commission and the Resident Advisory Committee. Ms. Duffy provided an overview of the Annual Plan.

Commissioner Gormley asked if there will be changes with the new administration. Ms. Duffy stated that it is unlikely that the Annual Plan process will change, but it is impossible to know definitely.

Vice-Chair Pratt opened the public hearing for public comments. Vice-Chair Pratt asked for oral comments from the public. Board member Michael Torrey stated the roofing project at Esperanza is already underway with contractors viewing the site.

Commissioner Schlueter asked if any agencies, other than HUD, receive the Annual Plan. Ms. Duffy responded no. Commissioner Schlueter asked if the Annual Plan is outside of the grade process the Housing Authority receives from HUD. Mr. Pucci responded affirmatively. Commissioner Schlueter asked if the \$210,000 is the only number being submitted for the Capital Fund and if no other amounts are being submitted. Ms. Duffy responded affirmatively, except for the amount of \$213,080 in the Performance Report for the current year. Mr. Pucci added an additional \$269,717 will be received but is not required to be reported in this Annual Plan because it is special stimulus package funds and will be used this fiscal year. Commissioner Schlueter questioned how the \$269,717 was determined. Mr. Pucci said it was determined by a HUD formula and described the process.

Vice-Chair Pratt noted that when President Obama was in California, he announced the State of California will receive \$145,000,000 from HUD towards refinancing homes. She believes this will be the bigger focus of HUD.

Vice-Chair Pratt closed the public hearing at 7:17 p.m. and called the regular meeting of the Housing Commission to order.

#### 3. CONSENT CALENDAR

Vice-Chair Pratt stated Commissioner Schlueter asked that item 3-B be pulled from the Consent Calendar. Commissioner Schlueter asked for further clarification on item 3-B. Commissioner Gormley moved acceptance of the Consent Calendar except for item 3-B. Commissioner Balde seconded. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

- \*3-A. Minutes of the Housing Commission Regular Meeting held February 18, 2009. Minutes were accepted.

- 3-B. Budget Variance Report. Commissioner Schlueter questioned the inconsistencies in the methodology for calculating the variance between Operating Income and Operating Expenses for Esperanza. Mr. Pucci explained the math by deducting the Total Operating Expenses from the Total Operating Income resulting in the Operating Income though there might be an inconsistency. Commissioner Schlueter noted the same inconsistent logic for Independence Plaza. Commissioner Schlueter asked if the report was done in Excel rather than Yardi. Mr. Pucci responded that the Yardi software used by the Housing Authority is an excellent package, state-of-the-art, and he is sure the budget variance reports are done using information from the Yardi general ledger that are then transferred to an Excel spreadsheet. Commissioner Schlueter said Yardi reports would produce fewer errors, eliminating the process of transferring data to Excel. Mr. Pucci said he is not assuming these are errors on pages 43 and 46 until he investigates. He said this item will be brought back to the Commission for further clarification.
- \*3-C. Adopting FY2009-2010 Annual Plan. The Housing Commission adopted the Annual Plan for next fiscal year and authorized the Chair to certify, by resolution, that the Housing Commission has approved submission of the Agency Plan to the U. S. Department of Housing and Urban Development.
- \*3-D. Recommend FY 2008-09 Budget Amendment No 2 The Housing Commission recommended the Board of Commissioners:
1. Adopt a resolution to authorize receipt of the American Recovery and Reinvestment Act Capital Fund Grant No. CA3S06250109 in the amount of \$269,717;
  2. Approve a Housing Authority Esperanza budget revision to include income of \$269,717 and an estimated \$235,000 in Capital Fund grants, and to add a Capital Improvement Project (CIP) to replace roofs at the complex up to the limit of grant money received and, if any grant funds remain, use those funds for general operations;
  3. Approve a Housing Authority General Fund budget revision to add income of \$6,425 from the insurance claim payment, and to add a Capital Improvement expenditure of \$25,000 to replace the inspector's vehicle, using up to \$18,575 in reserves for the balance of the cost; and to
  4. Adopt a resolution to amend the Housing Authority's budget as described.
- \*3-E. Revision of *Schedule of Charges for Maintenance Services* for all Managed Housing Complexes. The Housing Commission approved the revised *Schedule of Charges for Maintenance Services*.
- \*3-F. Awarding Contract for the installation of a 21 stall parking lot at Independence Plaza. The Housing Commission recommended the Board of Commissioners:
1. Award a contract to Bay Constuction Company for an amount not to exceed \$213,500, including contingencies, to install a 21 stall parking lot at Independence Plaza, and to re-paint the remaining metal fences.
  2. Authorize the Executive Director to execute the contract with Bay Construction Company.
- \*3-G. Amending the Section 8 Program Administrative Plan to Establish Application Selection Criteria for the Project-Based Voucher Program. The Housing Commission approved the revision to the Administrative Plan to add rating criteria for selecting applications for the Project-based Voucher Program.
4. AGENDA
- 4-A. Recommend Housing Authority Budget Amendment No. 3 for Fiscal Year 2009-2010. Mr. Pucci stated the total proposed budget is \$30,000,000; two-thirds from Section 8

revenue. Mr. Pucci described Operating Expenses and provided examples of certain expenses. He continued discussing the remaining budget line items. Total Operating Expenses are \$6.8 million and Administrative Fees received from HUD are \$1.5 million, which represents 22 percent of operating costs. The remaining operating costs must come from other revenue sources such as the CIC and tenant rents. Mr. Pucci discussed the remaining line items. He finished by stating the Capital Net Adjustments will realize a \$344,000 surplus at the end of the year. He discussed how HAP expenses comprise 72 percent of the budget and described the remaining 28 percent of expenses. He discussed travel, maintenance and FACSA unit expenses. There are no anticipated changes in staffing; some positions are not currently funded. Mr. Pucci will know more later in the year on funding for the next half of FY2010. He said there is no need to cut back on staff.

Vice-Chair Pratt asked how soon HUD sends the numbers once the budget is finalized. Mr. Pucci said it could take up to two months.

Mr. Pucci continued by discussing the details of the revised schedule of EMP and CIP projects. Commissioner Gormley asked about the car accident. Mr. Pucci explained a parked car was hit when the employee swerved to avoid hitting a squirrel.

Commissioner Schlueter moved the Housing Commission recommend that the Board of Commissioners by resolution adopt the proposed revised budget, including the Extraordinary Maintenance and Capital Improvements Projects line items, for fiscal year 2009-2010. Commissioner Balde seconded. Motion carried unanimously.

## 5. ORAL COMMUNICATIONS

Independence Plaza speaker, Lee Grosscup, talked about courtyard disturbances, specifically, cell phones, child play, and private parties that extend into the courtyard. He believes cell phones should be used for emergencies only, not casual use in the courtyard. Child play is disruptive and dangerous; children get too close to the pond. Private parties can rent the room until midnight but there is a quiet rule after 10:00 p.m., which is a conflict. He described several loud parties, with clean-up not being completed until 1:00 a.m. He was unaware alcohol could be served at private parties with a \$100.00 "liquor license". He believes it is a dangerous situation with non-residents walking around the complex under the influence of alcohol talking on cell phones.

Commissioner Pratt asked for clarification, whether the parties were being held by non-residents. Mr. Grosscup said there were non-residents with residents. He stated there were 20 parties last year with five to ten renting the room until midnight. He asked that the room be rented until 10:00 p.m. so it does not conflict with the quiet rule; not midnight.

Commissioner Pratt asked if this is a rule of the Housing Authority or Resident Advisory Board. Mr. Pucci said it is a rule of the Housing Authority.

Mr. Grosscup thanked the Commission for allowing him to speak.

Independence Plaza speaker, Marie Guelld, disagreed about the children and said she enjoys having them around. Vice-Chair Pratt asked if the children are supervised. Ms. Guelld was not sure as she did not see them. She believes children have a right to visit their grandparents. She mentioned hearing more noise during the summer when residents have their doors open.

Mr. Pucci will investigate these issues and follow-up on the parties and noise and the policy regarding the noise after 10:00 p.m.

Vice-Chair Pratt asked if the cell phone issue was a part of the private party issue. Mr. Grosscup said it is separate and together and described the excessive cell phone use in the courtyard which disturbs residents. He asked for common sense and common courtesy with cell phones and for people not to have long conversations outside of residents' apartments.

Vice-Chair Pratt asked if this was a Housing Authority or Independence Plaza issues. Mr. Pucci responded the Housing Authority does not control cell phone use before 10:00 p.m. If there is noise after 10:00 p.m., Mr. Pucci said residents should call and complain to the Police Department. Officer Tysen Siebert explained the process. Mr. Pucci went on to say children must be supervised and the residents are responsible for their guests. Mr. Pucci said if the Housing Authority is told which residents are not supervising children they will talk with them about supervising their guests. Mr. Torrey asked if Independence Plaza receives a newsletter and, if so, this issue could be addressed included the issue of children throwing rocks. Mr. Pucci stated the new resident manager can also assist with these issues.

Mr. Pucci asked Officer Siebert if he had any reports of noise at Independence Plaza late at night. Officer Siebert said he has not received any noise reports in the six months he has worked at the Housing Authority on his shift. Mr. Pucci said he will check on the issue.

6. COMMISSIONER COMMUNICATIONS

Commissioner Gormley asked if the Housing Authority could convert shower heads to low-flow. She asked if they could be phased in at all complexes over several years to help conserve water. Mr. Pucci responded the Housing Authority has experimented with low-flow shower heads. He will provide a report from staff and also mentioned there had been tenant complaints in the past.

Commissioner Gormley reported that the gate stays open on weekends. Mr. Pucci thanked Commissioner Gormley for the information and said he would investigate.

Commissioner Schlueter commented that washers could be purchased for \$.89 that reduce water flow without having to change the shower heads. He reported on the no-smoking meeting at Anne B. Diament Plaza and said there will be followup meetings.

Vice-Chair Pratt announced Disaster Preparedness training will be held at Mastick and everyone is welcome to attend on April 23, 2009, from 9:30 to 11:00am. Mr. Pucci said dates will be scheduled for tenant disaster preparedness training, targeting Parrot Village, Eagle Village and Anne B. Diament Plaza residents.

Commissioner Balde advised that she is going to take Community Emergency Response Team (CERT) training.

7. ADJOURNMENT

There being no further discussion, Vice-Chair Pratt adjourned the meeting at 8:01 p.m.

---

Joy Pratt, Vice-Chair

Attest:

---

Michael T. Pucci  
Executive Director / Secretary